



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Service-Learning Graduation Requirement
and SIS Data Entry

NUMBER: REF-3605

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: March 12, 2007

MAJOR CHANGES: This Reference Guide replaces Instructional Support Services, REF-914, Service-Learning Graduation Requirement, dated April 19, 2004. There are new processes for recording the completion of the service learning requirement in the Student Information System (SIS).

ROUTING
Local District Administration
Principals
Assistant Principals, SCS
Counselors
Department Chairs

INSTRUCTIONS: I. INTRODUCTION

In March 1999, the Board of Education approved a change in graduation requirements to include service-learning beginning with the Class of 2007, to align with the California Department of Education's service-learning goals. The Class of 2007 students are expected to complete a service-learning experience that is integrated into the academic course curriculum, in grades 9 through 12, in order to receive a high school diploma.

II. PURPOSE

The purpose of this reference guide is to identify the procedures for students to complete the service-learning requirement and to identify the procedures for school personnel to verify and document completion of the requirement.

III. DEFINITIONS AND COURSES

Service learning is a teaching/learning strategy in which students learn and develop through active participation in high quality service that meets the needs of a community and which is integrated into and enhances a rigorous academic curriculum. Service-learning is aligned with the state standards, fosters civic responsibility, and provides structured time for student reflection. While *community service* has long been a part of school activities through service, club, student government, and leadership activities, it is often an "add-on" that is not integrated into the core curriculum. Through *service-learning*, a service activity can be developed as an educational experience, directly tied to the standards.

Schools have been provided with suggested standards-based, service learning projects to be embedded in the courses of study for United States History 20th Century AB, AP U.S. History AB, Principles of American Democracy (Government), AP Government and Politics, and Economics. Certification forms and guidelines of approved Service Learning projects can be downloaded from LAUSD.NET under Instructional Resources.



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In addition, any teacher who incorporates a service-learning experience into his/her course at any grade level 9 through 12 may request that the Principal review the curriculum and course syllabus to verify that a high quality service-learning experience is part of the course curriculum. The Principal, or designee, will use Attachment A Elements of High-Quality Service-Learning to verify the quality of the proposed experience and authorize the teacher and the course as completing the service-learning requirement for graduation. Students completing the experience will satisfy the service-learning graduation requirement.

IV. ENTERING INFORMATION INTO SECONDARY SIS TO VERIFY COMPLETION OF THE SENIOR HIGH SERVICE LEARNING REQUIREMENT

The course number for Service Learning is 42-99-49. Posting this course to a student's transcript (TR01) with an academic mark of "P" indicates the Service Learning requirement has been met. This is indicated in program TR04 (option <F3>, graduation requirements) and may be printed in any SIS ad-hoc report (ID99, ID98) using field 956.

Sample TR01 with Service Learning

TR01	Courses Completed - Not Verified						ID 083089M999
Name: SMYTHE, STEPHAN	Birth: 08/30/89	Sex: M	Room: K213	RecNr: 5910			
School: 8999	Grade: 11	Track: B	Spc Attnd Cat:	%Aprn: 100%			
E-Code: E2	E-School: 8999	E-Dte: 5/26/06	Status: Active				
230111 AM LIT COMP	5.0	FUU	Gr11	03/03/06	8999	YOUR HS	
429949 SERVICE LEARN	0.0	P	Gr11	06/12/06	8999	YOUR HS	
361307 PHYS GEOLOGY A	5.0	DUS	Gr11	03/03/06	8999	YOUR HS	
370127 WHG: MOD WLD A	5.0	CUS	Gr11	03/03/06	8999	YOUR HS	
380707 DRAMA A	5.0	BSS	Gr11	03/03/06	8999	YOUR HS	
210521 OFC TECH A	5.0	ASE	Gr11	12/22/05	8999	YOUR HS	
210522 OFC TECH B	5.0	ASE	Gr11	12/22/05	8999	YOUR HS	
370130 US HI ST 20TH B	5.0	FUU	Gr11	12/22/05	8999	YOUR HS	
440202 JROTC A F 1B	5.0	BEE	Gr11	12/22/05	8999	YOUR HS	
310303 ALGEBRA 2A	5.0	FSS	Gr11	08/26/05	8999	YOUR HS	
370129 US HI ST 20TH A	5.0	FUU	Gr11	08/26/05	8999	YOUR HS	
370403 INTRO PSYCH	5.0	FUU	Gr11	08/26/05	8999	YOUR HS	

Sample TR04 Indicating Service Learning Requirement Met

TR04	Cumulative Records Not Verified			Grad Year 2007	ID 083089M999
Name: SMYTHE, STEPHAN	Birth: 08/30/89	Sex: M	Room: K213	RecNr: 5910	
School: 8999	Gr: 11	Tr: B	Couns: JONES, M	%Aprn: 100%	
E-Code: E2	E-School: 8999	E-Dte: 5/26/06	Status: Active	RFEF	
	Required Credits	Completed Credits	In Progress Units	Failed Units	Additional Credits Needed
English	40.0	25.0	5.0	5.0	10.0
College Prep Math	20.0	20.0	.	5.0	.
College Prep Bio Sci	10.0	10.0	.	5.0	.
College Prep Phy Sci	10.0	5.0	5.0	.	.
Social Science	30.0	10.0	5.0	20.0	15.0
Visual/Perform Arts	10.0	5.0	5.0	.	.
Phys Ed	20.0	20.0	.	5.0	.
Health	5.0	5.0	.	.	.
Applied Technology	10.0	10.0	.	5.0	.
Life Skills	5.0	5.0	.	.	.
Electives	70.0	20.0	10.0	20.0	40.0
Totals:	230.0	135.0	30.0	65.0	65.0
[CAHSEE Eng Lang Arts P Math P] [Computer Lit N] [Service Learning Y]					
Use up or down arrows to change highlighted line.					
Search	UC App	CSU App	Monitor AB825	Print Detail	Display Detail
<F1>	<F4>	<F5>	<F6>	<F10>	<Enter>
Exit <Esc>					



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Posting the Service-Learning course to a student's transcript may be done by entering the required class into TR01 student by student or by creating a class for each teacher offering the Service-Learning requirement.

Method 1 - (Recommended)

Entering the Service-Learning Course Student by Student Using TR01

- At the SIS menu type TR01 and <enter>.
- Search for the student name.
- Choose <F2> to insert a class.
- Add the Service-Learning course.
429949 SERVICE LEARN 0.0 P Gr11 06/12/06 8999 YOUR HS
Remember to enter 0.0 for credits and an Academic mark of "P".

Method 2 – (Optional Method)

Creating Classes to Enter a Group of Students

- Use CL31 to create a bubble number for Service-Learning in the Spring Semester.

Bbl	Fall	Course		Cred	Rqd	Long Title
Nr	Sprng	Nr	Emph Lang Title			
769	S	429949	SERVICE LEARN	0.0	N	SERVICE LEARN

- Create a class in the master schedule (CL01) for each teacher of students fulfilling the Service-Learning requirement. Use a period that is not being used at your school such as 0 or 8. In the "Days" met column enter "X" to indicate Special so that grades can be entered in ISIS and attendance will not be taken.

CL01 Master Schedule File Update

Cl s	Bbl	Course		Max	Teacher	
Nr	Sem	Nr	Sec EmphLng Title	Per Days	Stu Room	Nr Name
7999	BS	769	01			
7531	BS	200	01 M	US HI ST 20TH B	1 ALL 42 MG 3	400 JACOBS, L
7532	BS	422	12 H	H ECONOMIC S	2 ALL 13 MG 3	400 JACOBS, L
7537	BS	421	12	ECONOMIC S	2 ALL 34 MG 3	400 JACOBS, L
8808	BS	922	28 ^B	CONF/PREP PER	3 NoMR 0 0	400 JACOBS, L
7534	BS	202	04 MS SH	ECONOMIC S	4 ALL 47 MG 3	400 JACOBS, L
7538	BS	422	04 H	H ECONOMIC S	4 ALL 10 MG 3	400 JACOBS, L
7535	BS	201	05 MA	AP US HI ST B	5 ALL 32 MG 3	400 JACOBS, L
7536	BS	200	06 M	US HI ST 20TH B	6 ALL 42 R141	400 JACOBS, L

- The office will use CL10 (<F3> Add additional class) to add the Service-Learning class for each group of students that have been involved in a Service Learning project. For example, for all students taking class number 7531 US History and 7636 US History, add class number 7999 Service-Learning. Repeat this process for each teacher involved in Service-Learning. Each teacher only needs one Service-Learning section.



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- Instruct teachers, when entering final grades in ISIS, to enter a “P” for pass as a Service-Learning grade for any student fulfilling the requirement. Leave the grade blank for any student not meeting the requirement. Students with blank grades will print on the Grade Missing report in ISIS with the class title. Ignore these exceptions.
- After final grades are sent back to Legacy SIS, program TR22 will post grades to student transcripts (TR01).

ASSISTANCE:

- For assistance with SIS/ISIS call Secondary SIS Support at 213-241-4850.
- For information about incorporating service-learning experiences in the curriculum, please call Herman Clay, Secondary Instructional Services at 213-241-4216.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Instructional Support Services

ATTACHMENT A

ELEMENTS OF HIGH-QUALITY SERVICE-LEARNING

The Principal or designee will use the elements identified below to evaluate a proposed service-learning experience to be incorporated into a course for meeting the service-learning requirement for graduation requirement.

- Core Academic Learning
The service experience enhances the knowledge, value, or skill goals of the class or school. The service-learning experience is an effective instructional strategy that is aligned to the state content standards identified for the course.
- Meaningful Service
The service experience helps to increase each student's sense of civic responsibility, meets a real need in the community as defined by the community, is appropriate to the student's age or development, is well organized, and results in a valued outcome.
- Student Voice
Students assist in planning, implementing, and evaluating the service-learning experience.
- Reflection
Students reflect prior to the service-learning experience to plan and prepare for the activities, during the experience to review and assess, and after the service-learning experience to evaluate the process and the activities.
- Collaboration
All stakeholders, including administrators, social service agencies, businesses, community and college partners, parents, students, and teachers, are involved in planning, implementing, and evaluating the service-learning experience.